



# Setting Up Your Macintosh® Classic®

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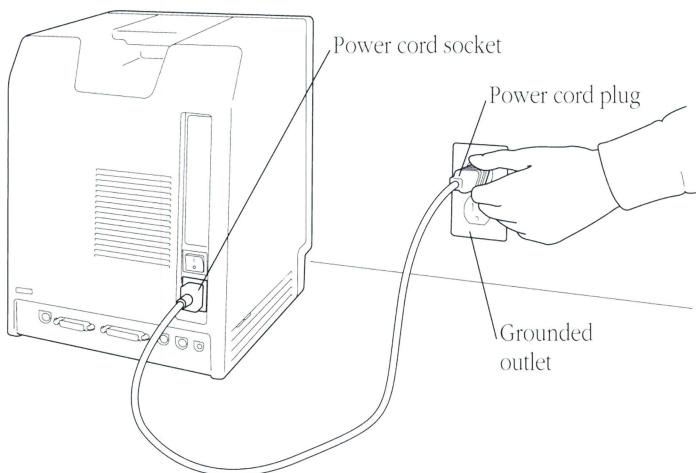
# Set up your computer

This is a quick guide to setting up your Macintosh® Classic® computer. Even if you have never used a Macintosh before, all you need to do is follow these instructions.

## Plugging in the computer

In addition to providing power to the computer, plugging in the Macintosh Classic grounds the computer and protects it from electrical damage while you are setting up.

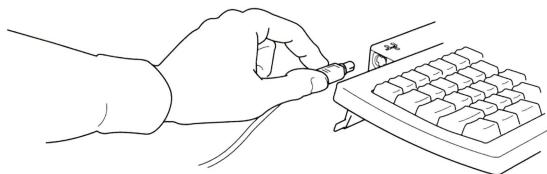
1. Plug the socket end of the power cord into the back of the computer.
2. Plug the other end of the power cord into a three-hole grounded outlet or power strip.



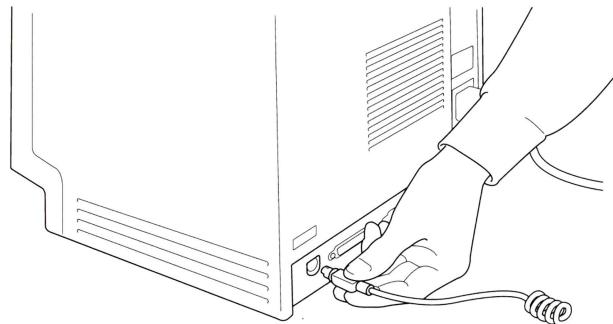
# Connecting the keyboard and mouse

Follow these steps to connect the keyboard and mouse:

1. With the keyboard facing you, plug either end of the keyboard cable (flat side of the plug up) into the socket marked with the  symbol on the left side of the keyboard.

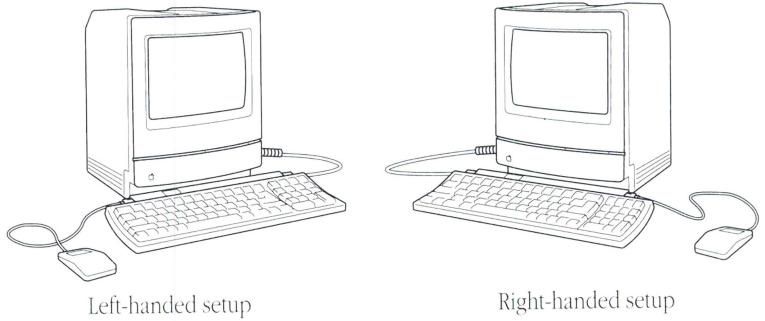


2. Plug the other end of the keyboard cable (flat side of the plug up) into the socket marked with the  symbol on the back of the Macintosh Classic.



3. Plug the mouse cable into the socket on the right side of the keyboard.

If you are left-handed, you may want to plug the keyboard cable into the socket on the right side of the keyboard and the mouse cable into the socket on the left side of the keyboard.



# Learn basic Macintosh skills

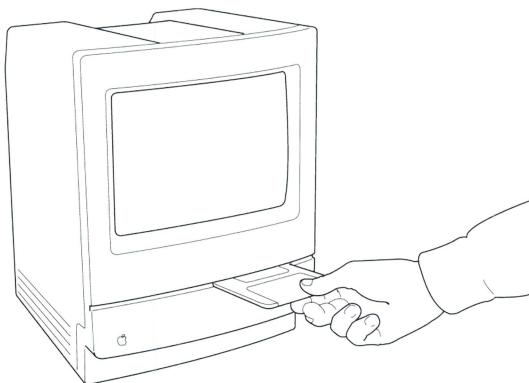
You'll be able to use the Macintosh Classic to do your own work as soon as you've learned a few basic skills.

- ◆ **New Macintosh users**—If you have not used a Macintosh computer before, take time now to learn some basic skills you'll need to operate your computer. You'll be using the disk labeled *Macintosh Basics*, a guided tour that teaches you how to start working with your Macintosh. The disk is in the #1 package that contained these instructions. This section explains how to start the tour.
- ◆ **Experienced Macintosh users**—If you have already mastered basic Macintosh skills, you can turn to page 9, “Prepare Your Computer for Startup.”

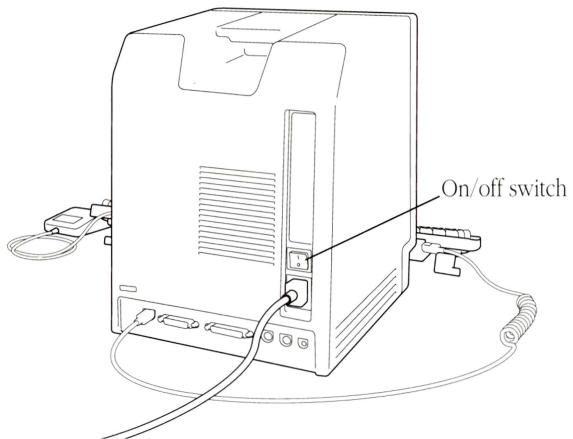
## Starting the tour

You'll need to start the tour with your computer turned off. If you turned it on at the end of the last section, press the on/off switch again now to turn it off.

1. Insert the *Macintosh Basics* disk into the disk drive, metal end first, label side up.



2. Switch on the computer by pressing the on/off switch on the back.



A beep lets you know the computer has started, and in a few moments you see a display welcoming you to the *Macintosh Basics* tour. Just follow the instructions you see on the screen.

## Quitting the tour

When you want to quit the tour, follow these steps:

1. From any screen, click the button labeled “Topics.”

This button takes you back to the tour’s Main Topics menu.

2. Click the box labeled “Quit Macintosh Basics.”

3. Click “Yes” to confirm that you want to quit.

The screen goes blank for a moment, and the tour disk is ejected from the disk drive.

4. Switch off the computer by pressing the on/off switch on the back.

# Prepare your computer for startup

**Y**our Macintosh needs certain software to start up. Any disk containing this software is known as a *startup disk*.

- ◆ **If your computer has a hard disk**—Make the hard disk into a startup disk by following the instructions in “Preparing a Hard Disk” on the next page.
- ◆ **If your computer does not have a hard disk**—You can start up your computer using the *System Startup* disk. You’ll find this disk in the #2 package. Insert the *System Startup* disk into the floppy disk drive and switch on your computer. When you see the Macintosh desktop on the screen, turn to page 14, “Turning the Computer Off.”

## Preparing a hard disk

To prepare your computer's internal hard disk, you may need to install system software on it. System software allows your computer to operate, and is sometimes—but not always—installed for you. Follow the instructions in this section to determine the status of your hard disk and install system software on it if necessary.

First, turn on your computer by pressing the on/off switch on the back. What you see on the screen at this point depends on whether system software has already been installed on your hard disk.

- If you see the Macintosh desktop with a hard disk icon at the top-right corner of your screen



then system software has already been installed.

Your computer is ready to use. Turn now to page 14, "Turning the Computer Off."

- If you see an icon with a blinking question mark on your screen



then you need to install system software on the hard disk.

To install system software, you'll use the Installer program on the *System Startup* disk. You can find this disk in the #2 package. Follow these steps:

1. Insert the *System Startup* disk into the floppy disk drive.
2. Open the *System Startup* disk.

Click the disk's icon to select it, and then choose Open from the File menu. (Or just double-click the icon.)

3. Open the Installer icon.

The Installer's Welcome box appears.

4. Click OK to clear the Welcome box.

The Installer's main dialog box appears.

5. Click Install.

Messages on the screen report the progress of the system software installation.

- When the computer prompts you, insert the *System Additions* disk.

The computer needs information from the *System Additions* disk to complete the installation process.

- When you see a message reporting that installation was successful, click **Quit**.

The Installer window closes. (If you see a message saying that installation was not successful, you will need to begin the process again.)

- Choose **Restart** from the **Special** menu to start up your computer from the hard disk.

The computer ejects the *System Startup* disk when it restarts; you do not need to insert this disk again.

## Turning the computer off

You've seen that you turn on the Macintosh Classic by pressing the on/off switch on the back of the computer. There's one additional step when you want to turn the power off.

1. To turn the computer off at the end of a work session, use the mouse to choose the Shut Down command from the Special menu.



Choosing Shut Down readies the hard disk for a fast restart next time you turn on the computer. It also prompts you to save your work onto a disk, if you haven't already done so, before turning the power off.

2. Press the on/off switch on the back of the computer.

▲ **Warning:** If you press the on/off switch before choosing Shut Down, you will lose any work you had not previously saved onto a disk. ▲

# Learn more about your computer

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our computer comes with a variety of training and reference materials. Depending on your computer experience, the way you learn, and the way you use your computer, you may use all, some, or none of them.

- *Macintosh Basics*—A disk that provides training in basic Macintosh skills such as moving the mouse and working with menus and windows. This disk uses animation and sound to simulate the Macintosh environment (that is, you can learn and practice without any risk to the real Macintosh software). You've already seen this disk if you worked through pages 5–8 of these instructions.
- *Getting Started With Your Macintosh*—A book that provides training in basic Macintosh tasks such as working with disks, getting started with software programs, and saving and organizing documents. This guide covers the same material as the *Macintosh Basics* disk, plus some additional topics, and lets you work on the real Macintosh desktop.
- *Special Features of Your Macintosh Classic*—A booklet that describes the special features of the Macintosh Classic and includes technical information about the computer.

- *Macintosh Reference*—A comprehensive hardware and software reference book that summarizes information common to all models of Macintosh computers. An illustrated glossary defines Macintosh terms and concepts. This manual is for users who have completed the *Basics* disk or the *Getting Started* book, or who already have some Macintosh experience.

## Instructions for new users

If you are new to the Macintosh, you may want to begin with the *Basics* disk or the *Getting Started* book. Then look at the *Special Features* booklet to familiarize yourself with the special features of your computer. Refer to the *Macintosh Reference* when you have further questions.

## What next?

Please see your *Macintosh Reference* and the *Special Features* booklet for important safety information about your computer. Then:

- If you have any optional devices (such as a printer or modem) that you haven't yet connected to your computer, connect them now. See the manual that came with each device for instructions.
- If you do not have a hard disk, create one or more floppy startup disks for use with the computer. For instructions, see Chapter 2 of the *Macintosh Reference*.
- Look at the programs you may have purchased along with your computer. See the manuals that came with the programs for instructions on their installation and use.

Save this booklet; it contains information not covered in the other manuals that came with your computer.

## The Apple Publishing System

This Apple® manual was written and edited on a desktop publishing system using Apple Macintosh® computers and Microsoft Word. Line art was created with Adobe Illustrator 88. Pages were composed in QuarkXPress. Proof pages were created on Apple LaserWriter® printers and on the QMS ColorScript 100 color printer. Final pages were output directly to separated film on a Linotronic 300 imagesetter.

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